



**FAIRFAX COUNTY DEMOCRATIC COMMITTEE CALL TO CAUCUS
FOR ENDORSEMENT OF NONPARTISAN OFFICES IN THE 2024 ELECTION
(TOWN OF HERNDON)**

1. **Call.** Pursuant to the Democratic Party of Virginia Party Plan (“the Party Plan”), the Fairfax County Democratic Committee (“the Committee” or “FCDC”) hereby calls an Unassembled Caucus for the sole purpose of selecting endorsees for non-partisan elected offices in the Town of Herndon for the 2024 General Election (i.e. Herndon Town Council, Herndon Town Mayor)
2. **Caucus Rules, Forms, and Information.** Caucus rules will be posted, along with other pertinent forms and information about the endorsement process, at the Fairfax County Democratic Committee website (www.fairfaxdemocrats.org/2023endorsement). Any changes to the Caucus rules will be updated at this location.
3. **General Participation Requirements.** Each participant in the Caucus must be a qualified voter in the Town of Herndon at the time of their participation and must sign a caucus participation form or the FCDC member form with equivalent certifications. No participant in the Caucus may intend to support any candidate who is opposed to the Democratic endorsees.
4. **Required Pre-Registration.** Qualified participants that are not FCDC members **must pre-register** to participate in this caucus during the pre-registration period **starting 10 am on Wednesday, July 10, 2024 and prior to midnight on Friday, July 26, 2024**. Pre-registration occurs by completing a caucus participation form available from fairfaxdemocrats.org/caucus. Forms may be completed electronically, or printed and returned to the FCDC Headquarters (8500 Executive Park Ave, Ste 402, Fairfax, VA 22031). Forms must be received by the deadline to be accepted. Those who do not have internet access or require other accommodations may pre-register by calling 703-573-6811.
5. **Voting Opportunities.** Qualified and pre-registered participants may participate in this caucus:
 - By secure electronic ballot over the internet at fairfaxdemocrats.org/caucus starting at 10 am on Monday, August 5, 2024. **Ballots must be completed and submitted by 4:30 pm on Saturday, August 10, 2024 to be counted.** A phone helpline for electronic voting assistance will also be made available (by the vendor for electronic voting, if possible, or otherwise by FCDC.)
 - At the one location specified by the Caucus Chair on **Saturday, August 10, 2024 between 10 am and 4 pm**. Participants in line at 4 pm will be allowed to participate. The caucus locations must be announced no later than Friday, July 26, 2024.
6. **Candidate Requirements.** Each candidate for endorsement must be eligible to be a candidate for the office where endorsement is sought according to state law. Additionally, candidates must submit to the Committee a completed application for endorsement, including the additional requirements specified in Table A below, no later than 5:00 pm on Tuesday, July 16, 2024. The candidate’s signature on the application form indicates understanding and agreement:
 - that completion and submission of the application and filing fee does not guarantee that any endorsement shall be provided;

- that endorsement is granted at the sole discretion of FCDC and may be withdrawn;
- to adhere to the rules and procedures governing the selection process for candidates seeking endorsement by FCDC for this election, including requirements to support only the endorsed candidates regardless of outcome; and
- if endorsed, that they will actively participate in the FCDC Coordinated Campaign program, including an optional attendance to one or more candidate training sessions.

7. **Benefits of endorsement.** The candidates receiving endorsement as a result of this process are the Democratic endorsees, and it will be the responsibility of FCDC to work towards their election. Endorsed candidates are entitled to the following benefits:

- Authorization to include “Endorsed by the Fairfax County Democratic Committee” on campaign materials;
- Inclusion on the Democratic Sample Ballot and other coordinated campaign materials as may be developed;
- Promotion of campaign events and website through the FCDC Calendar, website, emails, and social media;
- Possible campaign contributions from FCDC; and
- Authorization to establish a VAN Account with access to Democratic Party scores and information.

8. **Cancellation.** If the number of candidates duly filed at the deadline is less than or equal to the number of electable candidates in all contests (i.e., six for Herndon Town Council, one for Herndon Town Mayor), those candidates will be endorsed, and the caucus is canceled.

For questions about the Caucus, to request any accommodation necessary to ensure full participation, or to file a Declaration of Candidacy, please contact FCDC at 703-573-6811 or info@fairfaxdemocrats.org.

Adopted by FCDC, January 24, 2023.

Filing Requirements

Office sought	Filing fee*	Number of petition signatures you need from FCDC members†	Additional requirements
Herndon Town Mayor	\$100	10 members from the Town of Herndon	Resume with relevant experience
Herndon Town Council	\$100	10 members from the Town of Herndon	Resume with relevant experience

Filing deadline: July 16, 2024 at 5 pm

File with:

Fairfax County Democratic Committee Headquarters
8500 Executive Park Ave, Ste 402
Fairfax, VA 22031

info@fairfaxdemocrats.org
(703) 573 - 6811

* Half of the filing fee (50%) will be refundable to candidates who are not endorsed and who provide proof that they have withdrawn from the race. The non-refundable portions of the filing fees will be used to offset caucus expenses and will be applied to the FCDC Coordinated Campaign.

† Petition signatures for endorsement must be from those who are fully-approved FCDC members as of June 10, 2024 and must be collected on or after June 10, 2024. No other signatures will be accepted.

**FAIRFAX COUNTY DEMOCRATIC COMMITTEE
RULES FOR THE UNASSEMBLED CAUCUS
TO BE HELD ON AUGUST 10, 2024 TO DETERMINE THE DEMOCRATIC ENDORSEES FOR
NONPARTISAN OFFICES IN THE 2024 ELECTION
(TOWN OF HERNDON)**

- 1) Every person intending to vote must pre-register by completing the caucus participation form at fairfaxdemocrats.org/caucus and returning it electronically or as a printed form, an in-person paper form, or must be an FCDC member to be eligible to participate.
 - a) All FCDC members who are qualified voters are automatically registered, their membership application form and duties considered sufficient evidence of party certification; as members of the Committee, their names, addresses, and phone numbers will be available to candidates who request them.
 - b) The caucus participation form for non-members (“the form”) will include a certification and signature of a statement saying that the participant is a qualified voter, a Democrat, believes in the principles of the Democratic Party, and that they do not intend to support any candidate opposed to the Democratic nominees and endorsees in the next ensuing election.
 - c) The form will be made available at 10 am on June 28, 2024 electronically.
 - d) The form must be completed and returned physically to FCDC no later than 4 pm on Friday, July 26, 2024, or electronically no later than midnight on Friday, July 26, 2024.
 - e) The form will allow for registrants to control the use of their contact information:
 - i) Participants may opt-in to share their contact information (i.e., phone numbers and email address) with the candidates seeking endorsement on their ballot.
 - ii) Non-member participants may opt-in to receive continued updates from the Committee.
 - iii) Unless otherwise designated, the phone number and email address provided by the non-member registrant may only be used by the Committee for the operation of the caucus and may not be shared with anyone else or used for another Committee purpose.
 - iv) If a registrant fails to provide an email address and phone number, they must vote in-person.
 - v) The list of caucus participants (by name and address) will be available to candidates and the public.
 - f) Those who need additional accommodation to participate should contact FCDC at 703-573-6811 or info@fairfaxdemocrats.org for assistance.
 - g) All participants are *encouraged* to submit their pre-registration or request assistance as early as possible to ensure their vote can be counted without issue.
- 2) All ballots must be received no later than 4:30 pm on Saturday, August 10, 2024 to be counted.
 - a) Electronic voting will begin at 10 am on Monday, August 5, 2024.
 - b) In-person voting will begin at 10 am on Saturday, August 10, 2024.
 - c) All ballots will be cast electronically and must be returned prior to the deadline. d) Voting assistance will be made available at in-person voting locations or via phone at 703-573-6811.

- 3) The caucus shall be conducted in accordance with the Party Plan, the Fairfax County Democratic Committee Bylaws, the Call to Caucus, in addition to these rules.
- 4) The County Chair of the Fairfax County Democratic Committee (i.e., the county chair), or their designee, shall act as the permanent Chair of the Caucus.
- 5) There shall be a credentials committee to review the qualifications of registrants.
 - a) The county chair shall appoint the chair of the credentials committee.
 - b) The chair of the Dranesville District Democratic Committee shall appoint one member of this committee. Each mayoral candidate for the Town of Herndon shall appoint a member to this committee.
 - c) If the registrant completes the participation form and matches a registered voter, they will be deemed as qualified.
 - d) If the details of the voter cannot be automatically matched to a registered voter, members of the Credentials Committee will review the voter and request additional information where necessary to determine if the voter is qualified.
 - e) The members of this committee should be comfortable with technology necessary to validate the voter registration (i.e., VAN).
- 6) The permanent chair shall appoint a caucus technology committee. The members of such a committee will support the electronic registration and voting capability of this caucus.
- 7) Candidates will specify their ballot name on the “name” line of the endorsement application form, which must include first and last name, and may optionally include a nickname and middle initial; the names will appear on the ballots in random order, which will be different on each voter’s ballot.
- 8) No votes shall be counted or accessed prior to the conclusion of the vote.
- 9) Candidates must meet the qualifications laid out in the Call to Caucus by the filing deadline, including those defined in Table A.
 - a) All forms may be filed electronically if electronic copies of the document are clearly legible.
 - b) The payment must be paid by check and must be received by FCDC or one of its agents prior to the filing deadline.
 - c) Petition signatures for endorsement must be from those who are fully-approved FCDC associate or voting members as of June 10, 2024 and must be collected on or after June 10, 2024.
 - d) Candidate questionnaires and resumes including in the candidate’s filing materials, as applicable, will be shared with all qualified pre-registrants.
 - e) The petition forms will be made available for public inspection upon request, but copies of the petition forms and the data contained within their pages will not be provided to others.
- 10) If the number of candidates duly filed at the deadline is less than or equal to the number of electable candidates in a contest (i.e., one for district school board, or three for either at-large school board or soil and water), those candidates will be endorsed and the question for that contest will not be included in the ballot.
- 11) For each contest:
 - a) If there are two candidates for the contest:
 - i) The guiding method for tallying votes and determining the endorsee will be first-past-the-post (FPTP) plurality voting.
 - ii) Participants may select only one candidate of their choice for the contest.

- iii) The electronic voting software shall not permit the participant to vote for more than one candidate.
 - iv) The candidate with the most votes (i.e., a plurality) will be endorsed.
- b) If there are more than two candidates for the contest:
- i) The guiding method for tallying votes and determining the endorsee will be instant-runoff voting (IRV).
 - ii) Participants may rank the candidates in order of preference.
 - iii) The failure of a ballot to mark a rank for all candidates will not invalidate the ballot for purposes of counting it toward candidates whose preference order is clearly marked.
 - iv) The electronic voting software shall not permit the participant to rank two candidates the same rank.
 - v) The number of successions of IRV counts for the contest will be determined by the number of endorsed candidates in that contest.
 - vi) For each succession:
 - (1) The endorsed candidate must receive a majority of votes allocated during the final preference vote counting round from non-exhausted ballots; and
 - (2) In each round, if no candidate reaches the majority of non-exhausted ballots, the candidate with the fewest votes is eliminated and those ballots are redistributed to the next place candidates (or to no candidates as appropriate). Repeat this step as necessary until at least one candidate has a majority of non-exhausted ballots.
 - vii) For any subsequent successive counts, already endorsed candidates will be considered “eliminated” and their ballots are redistributed to the next-place candidate on each ballot or to no candidate as appropriate.
 - viii) Ties for elimination will be broken randomly, or in another equitable manner.
- 12) Unresolved tie votes will be decided by the drawing of lots by the permanent chair.
- 13) Additional rules and process descriptions are listed in **Appendix A** – Detailed Rules and Processes, which are fully incorporated into these rules. Visit fairfaxdemocrats.org to view Appendix A online.

Virtual Unassembled Caucus for 2023 FCDC Endorsements, August 10, 2024,

Appendix A - Detailed Rules and Processes

Participant Eligibility

- People who are qualified to vote who reside within the boundaries of the Town of Herndon are eligible to participate in the caucus if they complete the registration form prior to the end of the registration period.
- VoteBuilder (a.k.a., “VAN”) will be used to verify registration status.
- Participants are not required to be members of a Democratic committee.
- No proxy votes are permitted.
- No one who fails to pre-register will be permitted to participate.

Credentials Committee Review

- The Credentials Committee shall meet regularly after the registration period begins and until all non-verifiable registrations are reviewed.
- Voters will be validated in VAN and tagged with an activist code indicating their participation in the caucus.
- Voters may also be validated by the Fairfax County Office of Elections if their registration is not yet loaded into VAN.
- If the voter cannot be confirmed to be registered within the district, the participant will be contacted to validate the information on the participation form. Voters that cannot be verified as voters will remain in provisional status until their qualifications can be definitively determined.
- Registrants with confirmed voter qualifications and who have completed all required portions of the form, including their party certification, shall be deemed as qualified participants.
- Provisional voters who cannot be qualified by the end of voting will be classified as unqualified.

Election Software

- The caucus technology committee will select the vendor for providing secure electronic voting, and for administering the software to adhere to the requirements for this caucus.
- The election software shall be configured:
 - to use secret ballots, and to ensure that a voter may not be connected to their ballot selections.
 - to prevent the tabulation of results until after voting has concluded.
 - with the appropriate ballot for each voter, presenting a question for a district school board contest if the voting address is within such a district.

Casting Votes

- Qualified participants who are FCDC members or those who pre-register with an email and phone number will receive an email and, if a mobile phone number and the election software supports it, a text message when voting opens which will provide access to the ballot.
 - The voting link for each participant shall be single use (i.e., the system will only allow one vote to be cast and will not allow votes to be changed.)
- Qualified participants who present themselves at an in-person voting location during caucus hours, after a volunteer confirms their qualified pre-registration and that a ballot has not already been returned, will

be checked in with the system which will generate ballot access information.

- A caucus volunteer will use the unique access information to load the participant's electronic ballot and allow for it to be submitted by the participant.
- Caucus volunteers appointed by the committee may assist participants with the operation of the election software.

Candidates

- The deadline to file for endorsement will be 5:00 PM (ET), July 16, 2024 by which time the following must submit all items specified within the call.
- There shall be no write-in candidates.
- The election software shall generate a random order for each ballot.

Tallying and Verification

- The election software must be configured to apply the tallying logic specified in section 11 of the rules.
 - If the election software does not allow for the tallying logic specified in the rules, another means of tabulation shall be devised, and after testing and validation by the caucus technology committee, may be used to calculate winners from an export of raw votes from the election software.
- Candidates and/or an observer on their behalf will be permitted to review the audit information generated by the election software and any additional tabulation tools.

Tie Procedures

- If the tally of ballots results in a tie of the leaders, the endorsee will be selected from among the candidates who are tied by lot.

Declaring Endorsees: Upon the conclusion of the tally of ballots by the software, the endorsement of winning candidates will be certified by the chair. If any race is tied, the candidate(s) selected by lot shall be endorsed (see Tie Procedures).

Appeals: Should any candidate contest the results of the caucus, they may file an appeal with the relevant chair(s) of the Congressional District Democratic Committees within Fairfax County.